

**BY ORDER OF THE COMMANDER  
THULE AIR BASE**

**THULE AIR BASE INSTRUCTION 34-201**

**19 AUGUST 2014**

**Support**

**THULE AIR BASE HONOR GUARD**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing web site at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil)

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: 821 ABG/CCF

Certified by: 821 ABG/CCC  
(CMSgt Michael C. Garrou)

Pages: 14

---

This publication implements AFI 34-242, *Mortuary Affairs*. It provides guidance and procedures on policies, planning, training, and using the Thule Air Base (TAB) Honor Guard (Arctic Honor Guard). It describes the functions of the base Honor Guard, responsibilities of Honor Guard members, procedures for performing Honor Guard functions and participation standards. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above, or as otherwise stipulated within this publication, for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. This publication may not be supplemented.

## Chapter 1

### FUNCTION

**1.1. The Thule Air Base Honor Guard is comprised of:** Members from the 821 ABG and tenant units. Our mission is to represent the Nation, the Air Force and the Thule community when rendering military honors. Additionally, the Honor Guard supports the needs of Thule Air Force Base and the Danish/Greenlandic community as representatives of the United States Air Force with honor, pride, and professionalism.

**1.2. The Honor Guard provides:** Appropriate military honors at memorial services and ceremonies when requested by the Installation Commander, Base Mortuary Officer, or the next of kin of a deceased military member. Honors are authorized by the following instructions: AFI 34-242, *Mortuary Affairs Program*, AFI 36-2226, *Combat Arms Program*, AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and AFMAN 36-2203, *Drill and Ceremonies*

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. 821 ABG Commander (CC).

- 2.1.1. Maintain overall responsibility for the Base Honor Guard program.
- 2.1.2. Provide adequate funding and resources to meet the operational requirements of the Base Honor Guard program.
- 2.1.3. Provide storage, training, and administrative space for the Base Honor Guard team.
- 2.1.4. Determine the size of the Honor Guard team required for the installation, taking into consideration where the installation is located, the population, and the projected workload.
- 2.1.5. Request subordinate and tenant unit manpower support.
- 2.1.6. Provide special recognition programs to include all who participate in Honor Guard activities.
- 2.1.7. Be the designated authorizing or delegating official to sign and certify all AF Achievement Medal packages.

#### 2.2. 821 ABG Superintendent (CCC)

- 2.2.1. Manage the Honor Guard program for the installation commander.
- 2.2.2. Publicize the Honor Guard program through email and other available sources when requested.

#### 2.3. HG/NCOIC.

- 2.3.1. Prepare annual budget requirements for TAB Honor Guard.
- 2.3.2. Ensure Honor Guard members are trained and properly equipped to perform military honors.
- 2.3.3. Approve and maintain a list of performance-ready (trained, uniformed, and equipped) Honor Guard members.
- 2.3.4. Serve as the liaison between base activities and the Honor Guard for requesting ceremonial support.
- 2.3.5. Ensure Honor Guard stats are properly recorded on the Honor Guard stats spreadsheet.
- 2.3.6. Ensure members are in compliance with AFI 36-2903 and AFI 10-2905, *Fitness Program*.
- 2.3.7. Work with base leadership to recognize Honor Guard members.
- 2.3.8. Remove any member who does not meet performance or appearance standards.
- 2.3.9. Maintain Honor Guard member roster and provide quarterly manning reports.
- 2.3.10. Document all administrative and disciplinary action and if necessary, forward to the member's squadron first sergeant and/or commander.
- 2.3.11. Schedule and ensure members are trained and available.

2.3.12. Evaluate unit requirements for Honor Guard manning at least quarterly, or more often if needed.

2.3.13. Control and maintain the Honor Guard equipment.

#### **2.4. Assistant NCOIC.**

2.4.1. Be responsible for the effective scheduling and appropriate training procedures of the Base Honor Guard, to include all activities conducted by the detail commander beginning with coordinating the event and all actions prior to the event and ending when the Honor Guard members return to Thule AB and turn in equipment.

2.4.2. Support and assist the HG/NCOIC.

2.4.3. Develop and administer training plans and procedures IAW USAF Honor Guard Training Manual.

2.4.4. Ensure members carry out required functions.

2.4.5. Conduct monthly flight inspections to ensure compliance with current requirements.

2.4.6. Notify the HG/NCOIC of noncompliance with this instruction by subordinate personnel.

2.4.7. Ensure availability of personnel and equipment by maintaining close coordination with members prior to the assigned detail.

2.4.8. Inspect participating Honor Guard members prior to leaving for the detail to ensure compliance with AFI 36-2903, and those special uniform accessories are correctly worn and in serviceable condition. Ensure proper military image and Honor Guard discipline is maintained at all times. Report any deviations to the HG/NCOIC upon return to the base after the detail. Ensure the Honor Guard stats are properly annotated and given to HG/NCOIC.

2.4.9. Assign Honor Guard members to details based on abilities, skills, appearance, experience, and frequency of details preformed. Ensure details are evenly distributed between all members within their flight. Favoritism will not be tolerated. Ensure at least one NCO is assigned to each detail as often as possible.

2.4.10. Ensure adequate time is allotted for the team to arrive at detail location, proper coordination is made with the requester, and practices are conducted before the actual detail is performed.

2.4.11. Develop a roster of Honor Guard members due for an award or leaving the Honor Guard due to PCS or separation and update the list quarterly.

#### **2.5. Honor Guard Members.**

2.5.1. Comply with the provisions of this instruction.

2.5.2. Perform details as tasked by the HG/NCOIC and/or Assistant NCOIC, unless excused.

2.5.3. Become knowledgeable of all Honor Guard functions, formations, honors, and ceremonies. Become proficient in performing all Honor Guard duties, drill and ceremonies. Perform movements with precision and synchronization.

2.5.4. Ensure all equipment entrusted are properly cared for and maintained, and assist the Assistant NCOIC in maintaining equipment and supplies.

2.5.5. Ensure the Honor Guard training area is kept clean and well maintained with all equipment and materials returned to their proper places.

2.5.6. Maintain an exemplary personal appearance. Honor Guard members are Air Force ambassadors to the rest of the base populace, as well as the civilian community.

2.5.7. Notify the HG/NCOIC and/or Assistant NCOIC if they are going TDY, PCS, or have made a decision to separate.

### Chapter 3

#### MANNING AND OBLIGATION

**3.1. The TAB Honor Guard:** Will be manned by personnel selected from the Group, and base Tenant Units. Should Honor Guard manning fall under 7 members and manning is unable to be attained through a volunteer program, a quota will be implemented to augment Honor Guard participation.

**3.2. HG/NCOIC and Assistant NCOIC:** Are selected by the current HG/NCOIC with the approval of unit commander and first sergeant.

**3.3. Prior to selection as an Honor Guard member:** Applicant must have approval of both unit commander and first sergeant.

**3.4. Personnel selected for Honor Guard will:** Incur a minimum 6-month commitment, 9-months for HG/NCOIC and Assistant NCOIC.

**3.5. The First sergeant will:** Seek volunteers or appoint members who meet the following criteria:

3.5.1. Are of the highest caliber (outstanding bearing, appearance, behavior, and attitude).

3.5.2. No non-judicial punishment under Article 15, UCMJ, pending or completed in the past year, no control roster or UIF.

3.5.3. Have a passing score on the AF Fitness Test.

## Chapter 4

### TRAINING

**4.1. The TAB Honor Guard Training Area is:** Located in building 251 (Top of the World Club). Practice sessions are held every Monday from 1600-1700.

**4.2. Training will:** Be standardized between all Teams. At least once per quarter, the Assistant NCOIC will meet and discuss training issues. Training will include all topics covered in the Air Force Honor Guard Training Manual, including but not limited to the following areas:

4.2.1. Color Guard. To include the types of flags utilized, types of ceremonies, four-man details, seven-man details, Joint Color guard details, presenting Colors, proper positioning of flags, close interval marching, turning with and posting Colors, rifle movements both port and shoulder arms, and retreat procedures.

4.2.2. Flag Folding. To include respect to the flag, flag heritage, types of flags, two-man flag folds, six-man flag folds, and the required positions of flag folders.

4.2.3. Use of Sabers. To include procedures for weddings and special events as well as other applicable details will be trained periodically as needed for proficiency.

## Chapter 5

### SCHEDULING AND PARTICIPATION REQUIREMENTS

**5.1. When Honor Guard members are notified of a detail:** They will report to the designated formation area and secure the necessary accessories. When reporting for a detail, all participants must be in strict compliance with AFI 36-2903.

**5.2. In the event of real-world alerts or responses:** Members will be released from Honor Guard duty and report to their duty section.

**5.3. Excused Absences.** There are four authorized reasons for excused absences from details or practices:

5.3.1. Leave. Must be coordinated with the HG/NCOIC. If a member will be on leave during their scheduled “on-call”, they are required to contact another member from another the team to replace them. This member will be “on-call” and will perform all assigned duties. The member taking leave will notify the HG/NCOIC and/or Assistant NCOIC of their replacement. Members will coordinate scheduled leave with their HG/NCOIC three days before taking leave.

5.3.2. Mission Essential Duty. For the purpose of this instruction, mission essential means a member is required to perform a specific task during a specific period of time and another individual from the member’s duty section cannot perform the task, nor can the member perform the task at a different time.

5.3.3. Quarters. The member has been restricted to quarters by a competent medical authority.

5.3.4. TDY. A member is performing temporary duty and is outside of the local area.

**5.4. No Shows.** Honor Guard members are required to attend and arrive on time for all practice sessions, details, formations, open ranks, etc., unless permission has been granted for an excused absence.

## **Chapter 6**

### **UNIFORMS**

- 6.1. All uniforms worn by Honor Guard members must:** Conform to AFI 36-2903 unless deviations are authorized and approved by the 821 ABG/CC.
- 6.2. Upon approval from the HG/NCOIC:** Uniforms may deviate from the schedule dependent upon climate conditions (unreasonably hot or cold weather conditions) or special ceremonial requirements.
- 6.3. The HG/NCOIC and/or Assistant NCOIC:** In an appropriate storage location, will maintain necessary Honor Guard uniform accessories for issue in an orderly manner.

## Chapter 7

### EQUIPMENT

**7.1. Sufficient Honor Guard equipment:** Will be obtained, maintained, and controlled by the HG/NCOIC to meet the requirements set forth in AFI 34-242 and AFI 36-2903.

7.1.1. The HG/NCOIC will ensure all Honor Guard equipment is kept in good condition at all times and that necessary replacement items are ordered and received in a timely manner.

**7.2. AF Sabers/Swords.** There will be 8 serviceable ceremonial sabers and sheaths.

**7.3. Harnesses.** There will be eight serviceable flag harnesses; four for training purposes and four for ceremonies.

## Chapter 8

### RECOGNITION PROGRAMS

**8.1. Honor Guard members can:** Be recognized for their outstanding support by a recognition program. The recognition program includes:

8.1.1. The Air Force Commendation Medal (AFCM) is awarded to HG/NCOIC and/or Assistant NCOIC who have committed distinguished service to the Honor Guard. The HG/NCOIC is responsible for ordering the recommendation for decoration, preparing the award, and submission for staffing and approval. The suggested criteria for the AFCM should be as follows:

8.1.1.1. Complete the 9-month contractual commitment.

8.1.1.2. Complete a total of 7 details and attend at least 50% of the practices.

8.1.1.3. Recommended for outstanding achievement by 821 ABG/CCC.

8.1.1.4. Be in good standing with the TAB Honor Guard and their respective squadron.

8.1.1.5. No non-judicial punishment under Article 15, UCMJ, pending or completed in the past year, no control roster or UIF.

8.1.2. The Air Force Achievement Medal (AFAM) is awarded to deserving members who have committed distinguished service to the Honor Guard. The HG/NCOIC is responsible for ordering the recommendation for decoration, preparing the award, and submission for staffing and approval. The suggested criteria for the AFAM should be as follows:

8.1.2.1. Complete the 6-month contractual commitment.

8.1.2.2. Complete a total of 7 details and attend at least 50% of the practices.

8.1.2.3. Recommended for outstanding achievement by HG/NCOIC.

8.1.2.4. Be in good standing with the TAB Honor Guard and their respective squadron.

8.1.2.5. No non-judicial punishment under Article 15, UCMJ, pending or completed in the past year, no control roster or UIF.

### **8.2. 821st Air Base Group Awards Program:**

8.2.1. The Honor Guardsman of the Quarter is presented quarterly to the member who has demonstrated all the qualities of an Honor Guardsman with outstanding precision and professionalism.

8.2.2. The Honor Guardsman of the Year is presented annually to the member who has demonstrated all the qualities of an Honor Guardsman with outstanding precision and professionalism. The winner will be selected from previous quarterly winners but is not limited to those individuals (e.g., one member may consistently perform superiorly, but not receive a quarterly award).

8.2.2.1. Quarterly and annual awards will be decided based on the 821 ABG schedule. Submissions will mirror the established 821 ABG guidance.

8.2.3. The Honor Guard member's parent squadron will recommend nominees who meet or exceed the above award criteria to 821 ABG/CCC. A board will be conducted to select the award winner (quarter and annual). The board will consist of but not limited to the HG/NCOIC, Group Chief, squadron superintendent, and the first sergeant.

## **Chapter 9**

### **HONOR GUARD DETAILS**

**9.1. Honor Guard members are:** Subject to perform details at any time, regardless if a detail party is on-call.

**9.2. Honor Guard members may:** Be required to perform details on weekends and may receive short-notice notification of an upcoming detail. Each member should be prepared to perform details and take actions to handle personal obligations and commitments.

TODD L. DIEL, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

**AFI 34-242**, *Mortuary Affairs Program* – April 2, 2008

**AFI 36-2226**, *Combat Arms Program* – February 24, 2009

**AFI 36-2903**, *Dress and Personal Appearance of Air Force Personnel*

**AFI 10-2905**, *Fitness Program* – October 21, 2013

**AFMAN 36-2203**, *Drill and Ceremonies* – November 20, 2013

***Prescribed Forms***

None

***Adopted Forms***

**AF Form 847**, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**ABG**—Air Base Group

**AF**—Air Force

**AFAM**—Air Force Achievement Medal

**AFCM**—Air Force Commendation Medal

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management System

**HG**—Honor Guard

**IAW**—In Accordance With

**NCOIC**—Non-Commissioned Officer in Charge

**OPR**—Office of Primary Responsibility

**PCS**—Permanent Change of Station

**RDS**—Records Disposition Schedule

**TAB**—Thule Air Base

**TDY**—Temporary Duty

**UCMJ**—Uniformed Code of Military Justice

**UIF**—Unfavorable Information File